



Request for Exemption from Texas.gov Subscription Framework

Texas Government Code, Chapter 2054, Subchapter K. Electronic System for Occupational Licensing Transactions, lists the agencies that must participate in the Texas.gov (formerly TexasOnline) licensing framework and remit subscription fee payments to Texas.gov to cover costs for using the licensing framework, the payment engine and credit card fees.

DIR, in its capacity as manager of the Texas.gov state internet portal, works with agencies to promote the use of the portal, and where applicable, to determine if an exemption to any component of the portal program is warranted.

To apply for exemption from the Texas.gov subscription framework, submit each of the following to Txgov@dir.texas.gov with an internal address of:

Janet Gilmore
Assistant Director of eGovernment Services
Department of Information Resources
300 W. 15th Street, Suite 1300
Austin, TX 78701

1. A cover letter in the form of an executive summary and
2. A completed Agency Certification Form with required documentation attached.

The Agency Contact for the submission will be contacted within five business days.
If you have questions about this form, please address them to Txgov@dir.texas.gov.

Executive Summary

Provide an executive summary that describes the reason(s) for this request for exemption from the Texas.gov subscription framework. This executive summary should be in the form of a cover letter signed by the agency's head or designee.

Agency Certification Form

The affirmations and documentation required by this form assure the proposed non-subscription fee framework funding model:

- Is financially viable,
- Protects citizens' sensitive personal information,
- Provides for use by people with a disability, and
- Secures any funds processed.





Agency Certification Form

General Information

Agency: _____

Agency Exemption Contact Name: _____

Contact Phone: _____ Contact Email: _____

Are you planning to use the Texas.gov transaction payment engine (TPE) for funds transactions? (Y/N)¹ _____

Do you plan on charging the customer the TPE-only administration fee for online transactions? (Y/N) _____

Will the total cost of the offline transaction be less than the online transaction?(Y/N) _____

For which license types are you requesting exemption from the subscription framework?

| License Type | Number of Licenses Issued Online Last Fiscal Year | Number of Licenses Issued Offline Last Fiscal Year | Fee Charged by Agency/License | Current Subscription Fee |
|--------------|---|--|-------------------------------|--------------------------|
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Standards and Compliance

Initial in the left column below to affirm that the proposed alternative application:

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|--|---|
| | Meets or exceeds state security requirements in Texas Administrative Code (TAC) Chapter 202. |
| | Meets or exceeds state accessibility requirements in TAC Chapters 206 and 213. |
| | Is compliant with payment security requirements (such as the Payment Card Industry Data Security Standard (PCI DSS) |
| | Meets or exceeds state privacy requirements as detailed in Chapter 521, Business and Commerce Code. |
| | Is compliant with the requirements in Health and Safety Code Chapter 105.003 Collection of Data (if applicable). |

Texas.gov Exemption Request Disposition

¹ **NOTE:** To use a payment engine other than the Texas.gov payment engine, you must be granted an exemption from the Department of Information Resources. To request an exemption, you must also complete the Texas.gov Infrastructure Exemption Request form.

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Texas.gov Exemption Disposition Summary

| Disposition Type | ✓ | State Value Assessment Summary |
|------------------|---|--------------------------------|
| Approved | | |
| Rejected | | |

EXECUTIVE DIRECTOR

| Signature | Printed Name | Date |
|-----------|--------------|------|
| | | |

